

11 GENERAL REPORT WRITING	Page 1 of 5
TRAINING MANUAL: CASE APPROACH AND IDENTIFICATION OF BIOLOGICAL SUBSTANCES	Amendment Designator:
	Effective Date: 14-March-2006
<p>11 GENERAL REPORT WRITING</p> <p>11.1 GOALS</p> <p>11.1.1 To become familiar with the format and wording presently used by examiners in the Forensic Biology Section of the Virginia Department of Forensic Science.</p> <p>11.2 TASKS</p> <p>11.2.1 Utilize the results of examinations on a minimum of 10 actual cases to write reports and compare them to the original reports.</p> <p>11.2.2 Conduct technical and administrative peer reviews of examiners' reports after the official peer reviews have been completed. Compare results with the peer reviewers.</p> <p>11.3 TRAINING EVALUATION</p> <p>11.3.1 Knowledge</p> <p>11.3.1.1 Review of notes in training notebook by training coordinator.</p> <p>11.3.1.2 Mini-mock trials/oral examinations.</p> <p>11.3.1.3 Completion of checklist by training coordinator.</p> <p>11.3.2 Skills</p> <p>11.3.2.1 Satisfactory performance on report writing.</p> <p>11.3.2.2 Completion of checklist by training coordinator.</p> <p>11.4 BASIC REPORT TERMINOLOGY</p> <p>11.4.1 Visual examination (with or without aids such as an alternate light source) is considered a screening test. Negative screening test results will be reported as "No [body fluid] was detected." Positive screening test results will be tested further and reported according to those test results.</p> <p>11.4.2 For presumptive testing, the terms "indicated" and "no [body fluid] was detected" will be used.</p> <p>11.4.3 For confirmatory testing, the terms "identified" and "not identified" will be used.</p> <p>11.5 REPORTING RESULTS OF ANALYSIS</p> <p>11.5.1 When body fluid presumptive/identification tests (including visual examination for blood) are conducted, the conclusions (based on the results) will be reported as "Results".</p>	

11 GENERAL REPORT WRITING		Page 2 of 5
TRAINING MANUAL: CASE APPROACH AND IDENTIFICATION OF BIOLOGICAL SUBSTANCES		Amendment Designator:
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11.5.1.1	The observation of the absence of blood on trauma-related evidence (evidence in homicides, assaults, rapes, etc.) will be reported as this may provide investigative information.	
11.5.2	In the report, it is not necessary to distinguish whether an item was swabbed or cut by the examiner during analysis. This information is maintained in the case file notes.	
11.5.2.1	Example: Where the blade was swabbed and the swab tested - "Blood was indicated on the blade of the knife."	
11.5.2.2	Example: Where a cutting of the shirt was tested - "Blood was indicated on the collar of the shirt."	
11.6	REPORTING LOCATIONS OF BIOLOGICAL STAINS ON ITEMS	
11.6.1	Examiners are encouraged to report the location of biological stains or sample recovery on an item in the report. This may be helpful to the investigator and/or attorneys as they sort through the facts of the case.	
11.6.1.1	Example: "Blood was indicated on the front left thigh of the jeans and on the center back of the shirt."	
11.6.1.2	Example: "Blood was indicated in stains on the left front thigh, lower left cuff and right front knee of the jeans, designated A-C respectively."	
11.6.1.3	It is recommended that when reporting results on bottles and cans, the use of the term "mouth area" will differentiate this area from a "touch" area on the body of the bottle or can.	
11.6.1.4	As appropriate, it may be important to specify the surface of stain deposition or sample recovery on the item.	
11.6.1.4.1	If it is not possible to determine the inner and outer surface of an item (i.e., a condom), the results may be reported with respect to how the item was submitted.	
11.6.1.4.1.1	Example: "Spermatozoa were identified on the inside of the condom (as submitted)."	
11.6.2	When multiple stains are located in the same general vicinity, the results may be reported with respect to an "area", "multiple stains", or "selected stains", as necessary.	
11.6.2.1	Example: "Blood was indicated in stains on the front right thigh area of the jeans."	
11.6.2.2	Example: "Blood was indicated in multiple stains on the front right thigh area of the jeans."	
11.6.3	When an RFLE or other communication from an investigator/detective requests that specific stains on an item be examined, the results will be reported with respect to those and any other stains tested.	

<p>11 GENERAL REPORT WRITING</p>	<p>Page 3 of 5</p>
<p>TRAINING MANUAL: CASE APPROACH AND IDENTIFICATION OF BIOLOGICAL SUBSTANCES</p>	<p>Amendment Designator:</p>
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<div data-bbox="402 296 1520 394"> <p>11.6.3.1 Example: RFLE states “Please test the stain on the left sleeve of the T-shirt for blood.” The results would be reported as “No blood was detected in the stain on the left sleeve or elsewhere on the T-shirt”.</p> </div> <div data-bbox="201 430 1336 464"> <p>11.7 REPORTING RESULTS FROM A PHYSICAL EVIDENCE RECOVERY KIT (PERK)</p> </div> <div data-bbox="297 499 1510 632"> <p>11.7.1 The swabs and smears submitted from the same body area in the Physical Evidence Recovery Kit will be combined to be reported as a “sample” (i.e., vaginal/cervical smears and swabs will be reported as vaginal/cervical sample). Notes will address what was done with the smear and swabs separately; however, the report will only address the results for the body area sample.</p> </div> <div data-bbox="402 667 1336 732"> <p>11.7.1.1 Example: “Seminal fluid, but no spermatozoa, was identified on the vaginal/cervical sample.”</p> </div> <div data-bbox="402 768 1472 833"> <p>11.7.1.2 Example: “Spermatozoa were identified and blood was indicated on the vaginal sample.”</p> </div> <div data-bbox="297 869 1510 934"> <p>11.7.2 Only the final interpretation based on all presumptive and/or confirmatory tests for body fluids will be reported for each sample.</p> </div> <div data-bbox="297 970 1484 1035"> <p>11.7.3 All contents (including known samples and buccal swabs) included in the Physical Evidence Recovery Kit which were not examined will be specified in the report.</p> </div> <div data-bbox="402 1071 1500 1136"> <p>11.7.3.1 Example: “The oral rinse, lips/lip area, perianal/buttocks and anal samples, as well as the pubic combings and debris collection, were not examined.”</p> </div> <div data-bbox="201 1171 977 1205"> <p>11.8 REPORTING RESULTS FROM “SALIVA” EVIDENCE</p> </div> <div data-bbox="297 1241 1503 1339"> <p>11.8.1 Cigarette butts, bottles, cans, etc. will not routinely be tested for blood. If the observation is made that no blood was seen, this will be documented in the notes, but not reported. If testing for blood is conducted, the results must be reported.</p> </div> <div data-bbox="402 1375 1516 1507"> <p>11.8.1.1 Cigarette butts submitted in conjunction with homicides and assaults must be evaluated on a case-by-case basis with regard to blood testing and reporting since the presence or absence of blood may be probative in these situations, depending on the scenario.</p> </div> <div data-bbox="201 1543 1406 1577"> <p>11.9 REPORTING RESULTS FROM BUCCAL SWABS SUBMITTED AS A KNOWN SAMPLE</p> </div> <div data-bbox="297 1612 1481 1677"> <p>11.9.1 It is not necessary to report the presence or absence of blood on buccal swabs submitted as a known sample.</p> </div> <div data-bbox="297 1713 1195 1747"> <p>11.9.2 If blood is observed on buccal swabs, document this in the case file.</p> </div> <div data-bbox="201 1782 971 1816"> <p>11.10 REPORTING RESULTS FROM “TOUCH” EVIDENCE</p> </div> <div data-bbox="297 1852 1526 1917"> <p>11.10.1 Swabs from light switches, steering wheels, door handles, etc. submitted for analysis of possible touch evidence (perspiration, skin cells, etc.) do not routinely need to be tested for blood. If the</p> </div>	

11 GENERAL REPORT WRITING	Page 4 of 5
TRAINING MANUAL: CASE APPROACH AND IDENTIFICATION OF BIOLOGICAL SUBSTANCES	Amendment Designator:
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<p data-bbox="399 268 1442 331">observation is made that no blood was seen, this will be documented in the notes, but not reported. If blood detection is performed, the results must be reported.</p> <p data-bbox="399 367 1516 499">11.10.1.1 “Touch” evidence submitted in conjunction with homicides and assaults must be evaluated on a case-by-case basis with regard to blood testing and reporting since the presence or absence of blood may be probative in these situations, depending on the scenario.</p>	

11 GENERAL REPORT WRITING	Page 5 of 5
TRAINING MANUAL: CASE APPROACH AND IDENTIFICATION OF BIOLOGICAL SUBSTANCES	Amendment Designator:
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CHECKLIST FOR REPORT WRITING

Name of Trainee: _____

- Trainee is familiar with the report wording and format that is currently used by examiners in the Forensic Biology Section of the Virginia Department of Forensic Science.

Date: _____ Training Coordinator: _____

Comments: _____
- Trainee has used the results of examinations on a minimum of 10 actual cases to write reports which were then compared to the original reports. Results were satisfactory.

Date: _____ Training Coordinator: _____

Comments: _____
- Trainee has participated in a mock trial and/or a practical or oral examination. Performance was satisfactory.

Date: _____ Training Coordinator: _____

Comments: _____

◆END